



DC Connection



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Budgeting for Information Technology and Automated Information Systems

In FY 2000, Congress expressed concern that the Department of Defense (DoD) was not in compliance with existing policies for funding Information Technology (IT) and Automated Information Systems (AIS) development and acquisition. They believe DoD has been improperly using Operation and Maintenance (O&M) funds to develop and modernize (dev/mod) IT/AIS systems and has not followed its own guidance contained in the *DoD Financial Management Regulations (FMR)*. To ensure that the correct appropriations are used in programming and budgeting dev/mod for these systems, DoD revised the IT/AIS budget definitions to comply with the Congressional intent. As a result, effective FY 2001, funds have been realigned from the O&M and procurement appropriations to the Research, Development, Test and Evaluation (RDT&E) appropriation. The revised policy has been incorporated in the *DoD FMR* Volume 2A, Chapter 1, and can be found at <http://www.dtic.mil/comptroller/fmr/>

In determining which appropriation to use for IT/AIS that are not embedded in weapons system and/or major end item procurements, the purpose of the funding must fall logically within the purpose of the appropriation and conform with the expense/investment criteria. RDT&E funds will finance all costs associated with software dev/mod efforts that provide a new capability or expand the capability of the current software program (i.e., expand the performance envelope). Procurement funds will finance the costs to acquire capital assets that have an aggregated cost of all components, both equipment and software, in excess of the expense/investment threshold, which is currently \$100,000. O&M funds the expenses incurred in support of continuing operations and current services. Minor software changes that can be accomplished as part of the normal software maintenance efforts and do not require extensive testing will be funded with O&M.

The policy change does not affect budgeting for IT/AIS within the Working Capital Fund (WCF). That policy remains unchanged. IT/AIS systems developed and acquired through the WCF will be reflected in the capital budget if the system is \$100,000 or more. Systems costing less than \$100,000 are budgeted as operating expenses.

For more information you may contact Ms. Shari Ritter, FMB-56, at DSN 223-6584 or (703)693-6584, or by e-mail ritter.shari@hq.navy.mil or Ms. Donna White, FMB-52, at DSN 223-6587 or (703)693-6587, or by e-mail at: white.donna@hq.navy.mil ★

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Funding family housing units that are temporarily diverted—

Congress has mandated that the Family Housing, Navy and Marine Corps (FH,N&MC) appropriation is the exclusive source for financing repair and maintenance of family housing, including flag quarters. The terms “repair and maintenance” shall apply to any work performed on family housing structures or family housing areas.

Family housing units that are temporarily diverted to “bachelor quarters” for use by unaccompanied and unmarried personnel are still considered to be family housing assets. The DoD policy is to finance the cost of repair and maintenance of all family housing, including the temporarily diverted units, with the FH,N&MC appropriation. Unless a family housing unit is permanently taken out of service and removed from the family housing property records, it is inappropriate to use regular Operation and Maintenance funds to fund the repair and maintenance for the unit. The occupant’s status does not change the character of a family housing unit. The housing unit remains unchanged as family housing and continues to be available for assignment as family housing.

For more information, you may contact Mr. Steve Corbin, FMB-55, at (703)693-6583, or DSN 223-6583, or by e-mail at corbin.steven@hq.navy.mil ★



Navy/Marine Corps Intranet Financial Process



As we approach the projected award of the Navy/Marine Corps Intranet (NMCI) contract, it is important that all Department of the Navy (DON) customers are aware of the financial processes to be used for NMCI services. To that end, FMB disseminated specific financial guidance in a memorandum dated 6 June 2000.

The budget authority for NMCI service will be retained by the DON users; however, for execution purposes, reimbursable orders will be used to finance required services. The following procedures apply:

- All DON customers will provide a work request (NAVCOMPT Form 2275/2276A) to SPAWAR by 1 September of the fiscal year preceding planned execution for projected annual service. The work request will include a statement of work specifically delineating the requested annual service by Contract Line Item Number (CLIN). This authorization of funds will allow SPAWAR to award/renew the contract and order services for each customer.
- Adjustments to initial NMCI service orders; i.e., additional service requirements, seat changes, etc. will be executed by an amendment to the user’s original work request, and an accompanying statement of work.
- The vendor will provide a monthly invoice to SPAWAR. SPAWAR will reconcile and certify the monthly vendor invoice, and forward to DFAS for payment. Based on the certified monthly invoice, SPAWAR will process billings against customer reimbursable orders.
- PEO(IT)/SPAWAR will budget and centrally manage the funds potentially required for all contract incentives. Contract incentives will be financed with O&M,N funds. ★

General Provisions
in the
FY 2001 Defense Appropriations Conference Report

Section 8051—None of the funds appropriated by this Act are available for a contract for studies, analysis, or consulting services entered into without competition on the basis of an unsolicited proposal unless the head of the activity responsible for the procurement determines that the contract meets one of several criteria.

Section 8052—This recurring provision restricts the establishment of a field activity or movement of headquarters personnel to a field activity.

Section 8067—U.S. Naval shipyards are eligible to participate in any manufacturing extension program financed with appropriated funds.

Section 8077—During the current fiscal year, for an appropriation that has expired for new obligations or which has closed under *31 USC 1552* and which has a negative unliquidated or unexpended balance, an obligation or an adjustment of an obligation may be charged to any current appropriation for the same purpose as the expired or closed account.

Section 8079—Appropriations for the Defense Health Program for supervision and administration costs for facilities maintenance and repair, minor construction, or design projects may be obligated at the time the reimbursable order is accepted by the performing activity, provided that the costs are all in-house Government costs.

Section 8083—This recurring provision authorizes interest penalties to be paid by the DoD from funds financing the operation of the military department or defense agency with which the invoice or contract payment is associated.

Section 8098—Statutorily prohibits the use of any appropriation other than family housing for the repair and maintenance of family housing units.

Section 8102—Requires mission critical (MC) or mission essential (ME) IT systems (including WCF funded systems)

to be registered with the DoD CIO prior to the obligation of any funds within this Act. *[An obligation or expenditure of funds for MC/ME IT systems that are not properly registered with the DoD CIO could result in a violation of the Antideficiency Act. This is similar to the provision passed in last year's legislation.]*

Section 8103—DoD may not provide support to any agency that is more than 90 days in arrears in reimbursing DoD for goods and services previous on a reimbursable basis.

Section 8117—The Secretary of Defense will identify and validate health care contract liabilities, requests for equitable adjustment, and claims for unanticipated health care contract costs.

Section 8136—Provides an additional \$10M to O&M to accelerate disposal and scrapping of deactivated ships of the Navy Inactive Fleet and National Defense Reserve Fleet.

Section 8143—Authorizes Military Personnel appropriations, as may be necessary, to be available for a special subsistence allowance for members eligible to receive food stamp assistance.

Section 8144—Repeals an FY 2000 provision that prohibited the use of DoD funds for the procurement of nuclear capable shipyard cranes from a foreign source.

Section 8158—Appropriates \$2M to the Defense Health Program for a grant to the Fisher House Foundation, Inc., only for the construction and furnishing of additional Fisher Houses.

Section 8163—Reduces O&M accounts for cost growth in consulting and advisory services and other contract growth.

Section 8165—Reduces O&M accounts to reduce growth in headquarters and administrative activities. ★

You may access the FY 2001 Defense Legislation on the NHBS Web Site at <http://www.navweb.secnnav.navy.mil/nhbs> Select "CATS" (Congressional Action Tracking System), then select "Status of Defense Legislation in Congress."

**Highlights of the
FY 2001
Defense Military Construction Appropriations Conference Report**

Division A—Military Construction Appropriations General Provisions

Section 127—Continues the statutory provision introduced in FY 2000 that requires Military Construction acts be the exclusive source of all operation and maintenance for family housing to include flag and general officer quarters. The provision also limits the repair on flag and general officer quarters to \$25,000 per year without prior notification to the oversight committees of Congress.

Section 128—Directs the Navy and Marine Corps to submit a Family Housing Master Plan by 1 July 2001 that demonstrates how they plan to meet the year 2010 housing goals with traditional construction, operation and maintenance support, as well as privatization initiative proposals.

**Operation and Maintenance,
Defense-Wide**

The agreement provides \$40 million for assistance to Vieques, Puerto Rico.

Division B—FY 2000 Supplemental Appropriations

Section 101—Establishes minimum rates of BAH for military personnel through FY 2001 unless changed by the Secretary of Defense.

Section 102—Provides \$1,556.2 million for price increases resulting from the worldwide price increase in petroleum. This should result in the transfer of excess collections from the DWCF to the operating accounts in FY 2001 since DWCF prices had been set to cover the higher petroleum prices.

Section 110—Appropriates \$220 million for O&M,N only for ship depot maintenance.

Section 126—Repeals provisions of the FY 2000 DoD Appropriations Act that would push some FY 2000 outlays for progress payments and invoice payments into FY 2001.

The conferees support joint use of facilities between the various components of the Defense Department. Joint use facilities can optimize military construction and operation and maintenance funds while enhancing joint training and the total force concept. Beginning with the FY 2003 budget submission, the conferees direct that any Form 1390/1391, which is presented as justification material, shall include certification by the originating installation commander. The certification will include information that the project has been considered and reviewed for joint use potential, a recommendation for either joint use or unilateral construction, and the reason(s) for that recommendation if joint use is not recommended. ★

**You may access the FY 2001 Defense Legislation on the NHBS Web Site at <http://www.navweb.secnav.navy.mil/nhbs>
Select “CAIS” (Congressional Action Tracking System), then select “Status of Defense Legislation in Congress.”**

Professional Liability Insurance Reimbursement

Section 636 of the *Treasury, Postal Service, and General Appropriations Act for FY 1997, Public Law 104-208*, as amended, established the requirement for agencies to reimburse qualified employees for professional liability insurance (PLI). In compliance with this provision and consistent with the DoD policy, the DON will reimburse qualified employees for up to one-half the cost of a covered premium, not to exceed \$150 per year. This is retroactive for policies in effect on or after 1 October 1999. A qualified employee is a law enforcement officer or a supervisor or management official that meets the definitions contained in the *1997 Act*. Non-appropriated fund (NAF) employees and military personnel are not covered by the law. However, this benefit may be extended to the NAF workforce under separate authority, but not at a rate more generous than extended to the appropriated fund workforce. If extended, NAF dollars must be used to fund the reimbursement.

Implementing guidance has not been issued. For more information, contact Ms. Shari Ritter, FMB-56, at (703)693-6584, DSN 223-6584, or by e-mail at ritter.shari@hq.navy.mil

You may also contact Ms. Judy Bentley, DASN(CP/EEO), who can be reached on (202)764-0758, DSN 764-0758, or by e-mail at bentley.judy@hq.navy.mil



Procurement of Light Refreshments for Conferences

Both the *Joint Travel Regulations* (paragraph C4950) and the *Joint Federal Travel Regulations* (paragraph U2550) have been amended to allow appropriated funds to pay for light refreshments for government sponsored conferences. Conferences include meetings, retreats, seminars, or symposiums, which involve attendee travel; and certain related training activities (as provided in 5 CFR 410.404). In other words, a weekly staff meeting does not qualify as a "conference" for this purpose.

The cost of the light refreshments may be included in the contract or may be charged as part of the conference registration fee and reimbursed to the traveler. For a conference using on-site facilities, the cost of refreshments could be charged to the activity's purchase card. The definition of light refreshments covers morning, afternoon, or evening breaks, excludes alcoholic beverages, and includes coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. Therefore, a buffet line, sandwich line, heavy hors d'oeuvres, or similar fare are not considered to be light refreshments.

The ASN(FM&C) memo of 31 May 2000 provides clarification for changes to the *JTR/JFTR*. The ASN(FM&C) memo should be reviewed in conjunction with the revised provisions in the *JTR/JFTR* which can be found at <http://www.perdiem.osd.mil>. Please note that this change in policy does not affect the policies that apply to meals that are provided as an integral part of a conference or meeting (refer to *JTR* C4926).

For more information, contact Ms. Shari Ritter, FMB-56, at (703) 693-6584, DSN 223-6584, or by e-mail at ritter.shari@hq.navy.mil. You also may contact Mr. Cotton Bowen, OPNAV (N130), who can be reached on (703)695-3322, DSN 225-3322, or by e-mail at N130E2@bupers.navy.mil ★



NFMC Entry Level Courses

To register for the classes listed in this schedule, complete the Entry Level Nomination Form. Confirmation of attendance is by e-mail—**make sure you provide your e-mail address!**

For additional information, contact the Course Coordinator listed below, or visit the NFMC Web Site at:

<http://www.nfmc.navy.mil>

or, send e-mail to the Course Coordinator listed below, or to the NFMC General Mailbox at:

nfmc@nfmc.navy.mil

Introduction to Navy Financial & Managerial Accounting (FMA)
Ms. Sandi Palmer
DSN 922-3972 CM (850)452-3972
palmer.sandi@nfmc.navy.mil

Principles of Navy Budgeting (PNB)
Mr. Kendall Roose
DSN 922-3977 CM (850)452-3972
roose.kendall@nfmc.navy.mil

Introduction to Navy Working Capital Fund (NWCF)
Mr. Ace DuBose
DSN 922-3972 CM (850)452-3972
dubose.ace@nfmc.navy.mil

**FY 2000
Entry-Level Course Calendar**

Principles of Navy Budgeting (PNB)

December 12-14, 2000 _____ Patuxent River MD
January 9-11, 2001 _____ Norfolk VA
April 10-12, 2001 _____ Pensacola FL
April 17-19, 2001 _____ Jacksonville FL
May 15-17, 2001 _____ NWS Corona CA
June 12-14, 2001 _____ Pt Mugu CA
June 26-28, 2001 _____ Silverdale WA
July 24-26, 2001 _____ San Diego CA
July 17-19, 2001 _____ Patuxent River MD
September 11-13, 2001 _____ Washington DC

Introduction to Navy Working Capital Fund (NWCF)

October 24-26, 2000 _____ Silverdale WA
November 14-16, 2000 _____ San Diego CA
December 5-7, 2000 _____ China Lake CA
January 9-11, 2001 _____ Patuxent River MD
February 6-8, 2001 _____ Jacksonville FL
March 27-29, 2001 _____ Pensacola FL
May 21-23, 2001 _____ Patuxent River MD
July 24-26, 2001 _____ Washington DC
August 7-9, 2001 _____ Norfolk VA

Introduction to Navy Financial & Managerial Accounting (FMA)

November 14-16, 2000 _____ Pensacola FL
January 23-25, 2001 _____ Pt Mugu CA
February 13-15, 2001 _____ Patuxent River MD
February 20-22, 2001 _____ San Diego CA
April 24-26, 2001 _____ Silverdale WA
May 22-24, 2001 _____ Jacksonville FL
June 12-14, 2001 _____ Patuxent River MD
July 17-19, 2001 _____ Washington DC

Look for updates to the course schedule on the NFMC Web Site at

<http://www.nfmc.navy.mil>





NFMC Recruiting Instructors

One of the Naval Financial Management Career Center's missions is providing financial management training to the DON work force. This is achieved through three entry level courses conducted by NFMC at various locations such as:

Washington, DC
Patuxent River, MD
Norfolk, VA
San Diego, CA
Silverdale, WA
Pensacola, FL

We are actively seeking DON financial management personnel as instructors for three entry level courses:

- Introduction to Navy Financial and Managerial Accounting
- Introduction to the Navy Working Capital Fund
- Principles of Navy Budgeting

NFMC conducts nine offerings of each of the three courses during the fiscal year. Instructors are normally asked to teach courses in their geographic location; however, if the individual is willing, there are opportunities for travel. The typical course curriculum includes:

- financial and accounting functions; accounting systems
- budgeting
- resource analysis
- financial management legislation and policy

An NFMC course coordinator accompanies instructors as a facilitator.

Individuals who possess the desire to "teach" and share their knowledge and expertise with fellow DON employees are the people we seek. As a subject matter expert, the individual should have solid experience in financial management within DON. Experience in delivering presentations is helpful. Experience in teaching also is helpful, but not required—NFMC can provide you with training in instructing a class.

If you're interested in becoming an Instructor for NFMC, contact Sandi Palmer at DSN 922-3972 or (850)452-3972.





Department of Defense Enhanced Financial Management Training

The purpose of the Department of Defense Enhanced Financial Management Training Course (EDFMC) is to improve the overall technical and managerial capabilities of the DoD financial management workforce. The 5-day class is designed to introduce students to a spectrum of financial management topics, including DoD (rather than Service-specific) financial management policies and procedures.

The course is taught in three modules: Government Resource Management Environment (Day 1); Budget and Cost Analysis (Day 2-3), and Accounting and Finance (Day 4-5).

The Government Resource Management Environment Module includes instruction on the Government resource management environment, the Defense resource management environment, manpower and personnel management, and management and internal controls. Topics addressed within this module include: the Federal legislative process; roles and responsibilities of the three branches of the Federal government; the Federal budget's major components; organizational structure of DoD; Congressional committees and appropriations important to the Defense budget; relationship of the DoD manpower financial budgets to manpower structure; mobilization processes; the Federal Activities Inventory Reform Act; Commercial Activities Program; Defense Reform Initiatives; personnel management issues; the Federal Managers' Financial Integrity Act; and the GAO Internal Control Standards.

The Budget and Cost Analysis Module includes instruction on planning, programming, and budgeting; cost and economic analysis; business management process improvement; and fiscal law as it relates to the budget cycle. Topics addressed within this module include: the DoD Planning, Programming, and Budgeting System (PPBS); the purpose and use of the Defense Planning Guidance, the Program Decision Memoranda, and Program Budget Decisions; Economy Act Orders and Project Orders; DoD appropriations; nonappropriated funds; working capital funds; fundamentals of economic analysis; cost estimating techniques; activity-based costing; business process reengineering; benchmarking; Government Performance and Results Act; life cycle of DoD appropriations; purpose of a continuing resolution; and requirements for reprogramming funds.

The Accounting and Finance Module includes instruction on accounting, finance, auditing, and fiscal law as it applies to both government-wide and DoD-specific accounting and finance operations. Topics addressed within this module include: U.S. Government Consolidated Financial Statements; the Chief Financial Officers Act; the Government Management Reform Act; laws and regulations impacting DoD accounting; status of resources; general ledger account structure; functions of financial, budgetary, and managerial cost accounting; elements of financial statements; financial policies and regulations; DoD disbursing functions; certifying policies; government auditing standards; DoD audit groups and types of audits; and Anti-Deficiency Act violations and reporting requirements.

The class is taught by instructors under contract to the Graduate School, U.S. Department of Agriculture. Attendees will be awarded 40 continuing professional education credits for successfully completing the class. The cost of tuition for the FY 2001 classes has been prepaid by the Department of Defense; however, installations are responsible for funding travel and lodging costs, as necessary.

A by-product of the training is that it will assist financial managers in preparing for becoming a Certified Defense Financial Manager (CDFM), if desired. Information about the recently initiated CDFM Program may be obtained from the American Society of Military Comptroller (ASMC) web site at www.asmc.org

Refer to the adjacent pages for DON course dates, locations, allocations and a nomination form. This information also is located on the NFMC Web Site at <http://www.nfmc.navy.mil> ★

ENHANCED DEFENSE FINANCIAL MANAGEMENT CLASSROOM TRAINING SCHEDULE / ALLOCATIONS FOR FY 2001 (as of 9/20/00)
NAVY AND MARINE CORPS

LOCATION	Oct 16	Oct 23	Nov 27	Dec 4	Dec 11	Jan 8	Jan 22	Jan 29	Feb 5	Feb 26	Mar 5	Mar 12	Mar 19	Mar 26	Apr 2	Apr 9	Apr 16	Apr 23	Apr 30	May 7	May 14	May 21	Jun 4	Jun 11	Jun 18	Jun 25	Jul 2	Jul 9	Jul 16	Jul 23	Jul 30	Aug 6	Tot
Atlanta, GA			2									2																					4
Baltimore, MD																				2													2
Bremerton, WA																											18						18
Charleston, SC						5									5																		10
Denver, CO																					10							2					2
Hampton, VA																																	10
Honolulu, HI						11	10				10	10																					41
Indianapolis, IN																	2								2						2		6
Jacksonville, FL											14															17							31
Kansas City, MO																			3														3
LA (Riverside), CA																5																	10
Mechanicsburg, PA																																	
Memphis, TN													10																				
Monterey, CA				10																													21
New Orleans, LA																																	20
Norfolk, VA	10		10															15			10												15
Orlando, FL						5					5																						30
Oxnard, CA																																	10
Patuxent River, MD																										25							25
Pensacola, FI																	10		10														20
Savannah, GA		2																															2
San Antonio, TX						2		2												2													6
San Diego, CA		15										15										15											45
Tacoma, WA																								4									4
Wash, DC	6		6	6	6				6				6											6	6								42
OCONUS:																																	
Germany/Heidelberg															2																		2
Germany/Ramstein																2																	2
Japan/Yokosuka								10																									10
																																	426

ENHANCED DEFENSE FINANCIAL MANAGEMENT COURSE (EDFMC)

NAVY/MARINE CORPS NOMINATION FORM

Name:

Series:

Grade:

Activity (Address/Code):

DSN & Commercial Phone Numbers:

Email Address:

CLASS REQUEST (maximum of three in priority order)

	LOCATION	DATE
1		
2		
3		

CONFIRMATION WILL BE FORWARDED 4 WEEKS PRIOR TO CLASS START DATE.

This course is in very high demand. Therefore, submit your nomination early to increase your chance of acceptance in a class and make cancellations 2 WEEKS prior to class.

If the information listed on this form is incomplete, class acceptance is not guaranteed.

Notify the course coordinator of any need for special accommodations, i.e., wheelchair access, sign language interpreter, reader, etc.

Signature Supervisor/Training Office

Date Signed

Print or Type Name

FAX TO: DSN 922-3903/3821
CM (850) 452-3903/3821

INFO: Kendall Roose DSN 922-3977 CM (850)452-3977
Debbie Startzel DSN 922-3785 CM (850)452-3785

**Naval Financial Management Career Center (NFMC)
153 Ellyson Ave (Suite A), Pensacola, FL 32508-5245**

Regarding this publication...

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Subscriber Form

(Our subscriber list also is used for mailings other than the Navy Comptroller & DC Connection)

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Are you a Navy Working Capital Fund activity? _____ Yes _____ No

Attn Code *(no personal names)* _____

Street or P.O. _____

City, State, 9-digit Zip Code _____

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nfmc@nfmc.navy.mil
lewis.bonnie@nfmc.navy.mil

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Thank you!

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